



Exhibitor Manual

Welcome to the Spring 2008 College Fair Season...

Thank you again for your participation in the college fairs this Spring. We are looking forward to a successful season. The pages here include information for your staff or alumni representatives who will be working at the college fair in Northern Virginia on April 6, 2008, Howard County, MD on April 14, 2008 and/or Frederick County, MD on April 15, 2008.

If you have any questions please do not hesitate to contact us:

Robyn Rutland – Director of Events at 301-330-2678 or robyn@collegeexpos.com.
Information can also be found on our website at www.CollegeExpos.com

Booth Assignments and Set-Up:

All exhibitors must set up their booth materials during the two hours prior the fair opening.

Each booth includes a 6' table, one chair, a two-line sign with your school/business name, city and state. If additional chairs are needed, please let us know at least 1 week prior to the event. There is no charge for additional chairs.

Please refer to your letter of confirm that we have your college/organization listed correctly as this is what will be displayed on your sign.

All exhibitors are required to check in at the registration booth prior to set-up. Once you have checked in, you will be given your booth #, exhibitor badges and directed to your space.

Early departure from the fair is not permitted.

Display Guidelines:

All materials must remain within the exhibitor's space. Exhibitors must remain in their booth space while speaking with attendees.

Shipping and Additional Booth Items:

Due to space limitations at each of our facilities, **NO ITEMS WILL BE PERMITTED TO BE SHIPPED IN ADVANCE**. If this creates a significant problem for your organization, please contact College Expos to make outside arrangements for your items.

Northern Virginia College Fair

Dulles Expo & Conference Center
4368 Chantilly Center
Chantilly, VA 20153
703-378-0910
www.dullesexpo.com

Set-Up and Fair Hours:

Sunday April 6, 2008
Set-Up Hours – 11:00am-1:00pm
Event Hours – 1:00pm-4:00pm

Electricity:

Please contact College Expos at 301-330-2678 to arrange for electricity if needed.

Hotels:

All rates at the following hotels are booked under “College Expos”. Please inform them of this group in order to receive the discounted rate that is listed.

Holiday Inn Select

Chantilly/Dulles Expo (on the grounds of the facility) – please use QO1 as the code
4335 Chantilly Shopping Center
Chantilly, VA 20153
703-815-6060
Room rate of \$99 + tax on Saturday April 5th and \$119+ tax for Sunday, April 6th

Hospitality:

College Expos will be providing all exhibitors with a lunch during set-up of the college fair. Concessions are not available within the building, but restaurants can be found close by.

Parking:

Free parking is available on-site at the fair.

Directions:

See last page of exhibitor manual for directions.

Howard County, MD College Fair

Ten Oaks Ballroom
5000 Signal Bell Lane
Clarksville, MD 21029

Fair Hours:

Monday, April 14, 2008
Set-Up Hours – 4:00pm-6:00pm
Event Hours – 6:00pm-8:30pm

Electricity:

Electrical service is supplied by the facility. Please contact College Expos if electricity is needed.

Hotels:

All rates at the following hotels are booked under “College Expos”. Please inform them of this group in order to receive the discounted rate that is listed.

Hilton Columbia

5485 Twin Knolls Road
Columbia, MD 21045
410-997-1060
College Expos rate is \$139 + tax on April 14th

Hospitality:

College Expos will provide all exhibitors with a light dinner prior to the evening session. Concessions are not available within the facility, but there are many stores and restaurants located nearby.

Parking:

Free parking is available on-site at the fair.

Directions:

See last page of exhibitor manual for all directions.

Frederick County, MD College Fair

Lynfield Event Complex
10142 Hansonville Road
Frederick, MD 21702

Fair Hours:

Tuesday, April 15, 2008
Set-Up Hours – 4:00pm-6:00pm
Event Hours – 6:00pm-8:30pm

Electricity:

Electrical service is supplied by the facility. Please contact College Expos if electricity is needed.

Hotels:

All rates at the following hotels are booked under “College Expos”. Please inform them of this group in order to receive the discounted rate that is listed.

Hampton Inn

1565 Opossumtown Pike
Frederick, MD 21702
301-696-1565
College Expos rate is \$119 + tax

Hilton Washington DC North/Gaithersburg (this hotel may be used if you are will be attending the Montgomery NACAC event on the 16th & 17th of April)

620 Perry Parkway
Gaithersburg, MD 20877
301-977-8900
College Expos rate is \$139 + tax

Hospitality:

College Expos will provide all exhibitors with a light dinner prior to the evening session. Concessions are not available within the facility.

Parking:

Free parking is available on-site at the fair.

Directions:

See last page of exhibitor manual for all directions.

Directions to Northern Virginia College Fair:

Dulles Expo & Conference Center
4368 Chantilly Center
Chantilly, VA 20153
703-378-0910
www.dullesexpo.com

From Washington DC:

- Traveling west on Constitution Avenue, follow signs to I-66 West to Virginia.
- Remain on I-66 West for approximately 25 miles.
- Take exit 53B, Route 28 North (Dulles Airport).
- Drive 3 miles North on Route 28.
- Turn right onto Willard Road.
- Take the second left off of Willard Road into the Chantilly Shopping Center.
- Follow signs to Dulles Expo & Conference Center.

From National Airport:

- From the airport, follow signs to 395 South.
- Take 395 South and drive approximately 10 miles.
- Take I-495 North (Washington D.C. Beltway) towards Tysons Corner.
- Drive approximately 6 miles. Stay in the left lane towards the end of the 6 miles because you will be making a left lane exit off of I-495 North.
- Take Route 66 West and drive approximately 10 miles.
- Take exit 53B, Route 28 North (Dulles Airport)
Drive 3 miles North on Route 28.
- Turn right onto Willard Road.
- Take the second left off of Willard Road into the Chantilly Shopping Center.
- Follow signs to Dulles Expo & Conference Center.

From Dulles Airport:

- From the airport, follow exit signs for Washington D.C.
- Stay toward the right. Drive for approximately 1 mile and take Route 28 South towards Centerville.
- Drive for approximately 6 miles and pass over Route 50.
- At the first light past Route 50, take a left onto Willard Road.
- Follow signs to Dulles Expo & Conference Center.

From Richmond:

- From I-95, take I-495 (Washington Beltway) North towards Tysons Corner.
- Drive approximately 6 miles. Get in the left lane towards the end of the 6 miles because you will be making a left lane exit off of I-495 North.
- Take Route 66 West and drive approximately 10 miles.
- Take exit 53B, Route 28 North (Dulles Airport) Drive 3 miles North on Route 28.
- Turn right onto Willard Road.
- Take the second left off of Willard Road into Chantilly Shopping Center.
- Follow signs to Dulles Expo & Conference Center.

From Frederick/Hagerstown:

- From Frederick, Maryland take the I-270 SPUR S towards I-495 S / Northern Virginia (Northern Virginia / Tyson's Corner).
- Merge onto I-495 S the Capital Beltway and travel approximately 9 miles.
- Take I-66 W via exit # 49 going towards Manassas / Front Royal and travel approximately 11 miles.
- Take exit # 53B for Sully Road (Route 28 North). Drive 3 miles North on Route 28.
- Turn right onto Willard Road.
- Make a left at first light on Willard Road into the Chantilly Shopping Center. Travel back past restaurants and Holiday Inn Select to our complex.

From Baltimore:

- Take I-95 South to I-495 (Washington D.C. Beltway) West.
- Take Exit 45A, Route 267 West (Dulles Toll Road) for 11 miles.
- Take Exit 9A, Route 28 South (Sully Road).
- Continue on Route 28 South for approximately 6 miles.
- At the first light past Route 50, take a left onto Willard Road.
- Follow signs to Dulles Expo & Conference Center.

Directions to Howard County, MD College Fair:

Ten Oaks Ballroom
5000 Signal Bell Lane
Clarksville, MD 21029

From Baltimore:

Take I95 South to Rt. 32 West. Exit at Rt. 108 East. At the first light, make a right onto Signal Bell Lane. The Ten Oaks Ballroom is on your right.

From Washington:

Take I95 North to Rt. 32 West. Exit at Rt. 108 East. At the first light, make a right onto Signal Bell Lane. The Ten Oaks Ballroom is on your right.

From BWI Airport:

Take 295 South to Rt. 32 West. Exit at Rt. 108 East. At the first light, make a right onto Signal Bell Lane. The Ten Oaks Ballroom is on your right.

Directions to Frederick County, MD College Fair:

Lynfield Event Complex
10142 Hansonville Road
Frederick, MD 21702

FROM HAGERSTOWN AND WESTERN MARYLAND:

Take I-70 East to US 15 North. Proceed approximately 8 miles north on US 15 and make a left onto Hansonville Road.

FROM MT. AIRY - DAMASCUS - ELLICOTT CITY - BALTIMORE:

Take I-70 West to US 15 North. Proceed approximately 8 miles north on US 15 and make a left onto Hansonville Road.

FROM GAITHERSBURG - ROCKVILLE - WASHINGTON DC AREA:

Take I-270 North to US 15 North. Proceed approximately 8 miles north on US 15 and make a left onto Hansonville Road.

FROM - THURMONT - EMMITTSBURG - GETTYSBURG:

Take Route 15 South to Frederick, approximately 8 miles south of Thurmont, make a right onto Hansonville Road.

FROM LEESBURG - HARPERS FERRY - BRUNSWICK - JEFFERSON:

Take 340 East to US 15 North. Proceed approximately 8 miles north on US 15 and make a left onto Hansonville Road.

* Please note that Hansonville Road parallels US 15 and is approximately 2 miles long. There are 3 exits for Hansonville Road . The south (across from the Cemetery Drive) is located directly across from the Resthaven Memorial Gardens . The next exit is at Bartgis Road . The final choice is the northern-most exit at Mr. Naturals Nursery. Lynfield is located at the northern-most tip of Hansonville Road.